

# Firefighter I and/or II Course Manager's Test Packet

Michigan Fire Fighters Training Council

**This packet contains the following materials:**  
(Quantities appear in parentheses)

- Testing Information (1)
- Equipment & Facilities Planning Information (1)
- Practical Skills Exam Sample Layout (1)
- Station Signs #1-12 (2 signs are included for stations 1, 2, 8, 11 & 12)

## **IMPORTANT REMINDER**

**The Course Manager MUST submit all final paperwork to the proctor on the day of the test.**

**Please Review This Packet Completely**  
**WHEN RECEIVED**

## Course Reminders

A training application must be submitted electronically to determine a FF I and/or II students eligibility. The OFFT online program has the *Training Application* for the applicant's fire chief to complete prior to the first day of class. This site should be used in place of a paper training application if at all possible. The website is: [www.michigan.gov/bfs](http://www.michigan.gov/bfs).

## Testing Information

The following information will assist the course manager with requesting and conducting a FF I and/or II test. Section VII, Testing Procedures, in the IGAM, should be reviewed before attempting to schedule or administer a test.

## FF I & II Test Contents

The FF I & II tests consist of the following:

- **FF I Exam:**

<b>Written:</b>	100 Questions
<b>Practical:</b>	Stations #1-10
  
- **FF II Exam:**

<b>Written:</b>	100 Questions
<b>Practical:</b>	Stations #11-12
  
- **FF I & II Exam:**

<b>Written:</b>	200 Questions
<b>Practical:</b>	Stations #1-12

## BFS-215, Challenger Test Application:

For Challenge Exam Candidates, an application form is to be completed and submitted to the course manager. The course manager is required to submit this form to the Training Coordinator on the practical test date before the challenger is allowed to complete the testing. The BFS-215 Challenger Test Application can be found on the OFFT website under forms.

[www.michigan.gov/bfs](http://www.michigan.gov/bfs)

## Notification of Exam Results:

For students who need to retest either the practical, written, or both exams, the notification of exam results shall be submitted to the course manager at least 6 weeks prior to the test date. The Notification of Exam Results must be submitted to the Training Coordinator on the test day before the student is allowed to retest.

## Important Testing Procedures

The following procedures need to be covered with Station Evaluators and/or Test Candidates.

1. If a test candidate is unsuccessful in his/her **first** attempt to pass a practical skills station, the test candidate should not be informed of the specific item(s) that caused the failure. The station evaluator, or testing assistant, should accompany the test candidate back to staging and

advise the Staging Officer of the unsuccessful results, unless the Proctor has approved a modified procedure.

- (a) After sufficient time to rest, the test candidate will be allowed to make a second attempt at any failed station when notified.
  - (b) The test team leader will provide a different evaluator for the second attempt.
  - (c) "Upon failure of a **second** attempt, the test candidate should be politely informed of the specific item(s) that caused the failure. At this point, the test candidate should be notified that it is necessary to leave the test site, per Council policy. The test team leader should be contacted to assist and all reasonable steps taken to avoid embarrassment to the candidate."
2. The MFFTC Exam Proctor will supply each evaluator with a copy of the "Station Evaluator Procedures" for his or her individual station. A copy of the equipment list for that station will be on the back of the Procedures sheet.
  3. After the practical test is finished, the Practical Skills Examination sheets should be returned to the exam proctor. The failed exam sheet(s) for each unsuccessful practical test candidate, and all exam sheets for a test candidate injured during the test, will be sent to Lansing with the test candidate's exam answer scan sheet.
  4. **When there are multiple tasks to complete in a testing station, allow the test candidate time to complete each task, before reading the next task.**
  5. If an equipment malfunction beyond the control of the test candidate causes failure of a station, the test candidate will be allowed to repeat the attempt. This will not count as one of the two allowable attempts per station.
  6. Evaluators may evaluate members of their own fire department. This was changed because of the difficulty in obtaining compliance statewide.

### **Testing Tips**

1. Prepare for the test ahead of time - DO NOT wait until the day of the test. Make arrangements for the equipment needed to conduct the practical exam (*Refer to the Equipment and Facilities Planning Information in this packet.*)
2. Meet with the exam proctor one to two weeks before the test or at the very least discuss the test process with the proctor by phone.

3. Have an adequate number of evaluators. *(Example: if you are operating all ten stations of the FF I exam, you will need a minimum of ten evaluators. The MFFTC suggests that you have three to four spare evaluators. This will allow you to run two of a slow moving station, fill in for an evaluator who needs a break, change an evaluator for a re-test of a station, or provide a different evaluator when the test candidate and the evaluator are related.) Note: Evaluators may evaluate members of their own fire department. Allow 30 to 45 minutes of time for an evaluator briefing before the test and another 30 to 45 minutes for the evaluators to set up their individual stations.*
4. Use spare evaluators as test candidate assistants whenever possible. Otherwise each test candidate who passes the station may assist the test candidate following him/her. If necessary, the station evaluator may be used to assist the first test candidate.
5. When stations # 1 & 2 are combined, the Course Manager only needs to provide one "Test Candidate Tracking Sheet" for each combined station.
6. When the Course Manager supplies a copy of the "Test Candidate Tracking Sheet" to each station evaluator, he/she should use a light colored highlighter on the column applicable to that station (i.e. the station # 5 evaluator should receive a tracking sheet with column 5 highlighted). After the test, the individual station Tracking Sheets should be returned to the Course Manager and may be destroyed. The Course Manager should retain the "Test Candidate Tracking Sheet" used in staging for his/her records.
7. The MFFTC strongly recommends the use of portable radios for communication between the staging area and the individual stations. If radios are not available, spare evaluators or other testing assistants may assist in directing test candidates to the stations and relaying information.
8. If you have a large class (20 - 30) and you are conducting the written and practical on separate days, consider scheduling the test candidates by appointment (examples):

FF I (*Stations #1-10*) two groups 90 minutes apart.

FF II (*Stations #11-12*) two groups 30 minutes apart.

FF I & II: (*Stations #1-12*) two groups 120 minutes apart.

9. Stations with more than one option, have option #2 printed on the back of the practical skills exam sheet for option #1. Be sure station evaluators with multiple option stations are clear on what option is being used.

10. The MFFTC recommends that once station options are selected, they should remain the same throughout the test unless, at the discretion of the Proctor, it is necessary to change options during the test.

11. All test candidates, including challengers and retesters, must fill out a scan sheet to receive credit, even if they are only retesting the practical.

**Materials Brought to the Test Site by the Proctor**

- Copy of the exam request form that was submitted by the course manager.
- List of supplemental course numbers for use by re-test & challenge test candidates.
- FDID list
- Station Evaluator Procedures for each station
- Exam answer scan sheets
- Written exams requested
- Practical skills exams

**Practical Skills Examination**  
**Equipment and Facilities Planning Information**  
**FF-I: Stations # 1-10, FF-II: Stations # 11-12, FF I & II: Stations # 1-12**  
Michigan Fire Fighters Training Council / Office of Fire Fighter Training

**NOTE: The test team leader or course manager must be prepared to conduct all stations and options of the exam.**

**Station #1**      **SCBA Inspection**  
**ONE TEST CANDIDATE**

**Facility:** Inside Area  
**Personnel:** Station Evaluator  
**Equipment:** SCBA brought by the test candidate

- Table on which test candidates will place SCBA unit for “Operational” check
- Disinfectant and soft cloth for cleaning face pieces (prepackaged disinfectant pads are acceptable)

**Notes:** **Test candidate must wear boots, bunker pants, and helmet**

- The MFFTC/OFFT recommends that the test facility be set up with two (2) Station #1 and Station #2 combined stations.

**Station #2**      **SCBA Donning**  
**ONE TEST CANDIDATE**

**Facility:** Inside or outside location with a flat, clear area for the “donning” exercise  
**Personnel:** Station Evaluator  
**Equipment:** SCBA brought by the test candidate.

- Stop watch to time test candidates
- Disinfectant and soft cloth for cleaning face pieces (prepackaged disinfectant pads are acceptable)

**Notes:** **Test candidate must wear Personal Protective Clothing and SCBA with PASS device.**

- The MFFTC/OFFT recommends that the test facility be set up with two (2) Station #1 and Station #2 combined stations.

### **Station #3**

### **Search & Rescue** **TWO TEST CANDIDATES**

**Facility:**

Confined building space, separate room area from Station #1 and #2

**Personnel:**

Station Evaluator

**Equipment:**

Minimum room size for the search evolution is to be 12' x 20', *(or larger when possible)*.

- Minimum furnishings: (2) chairs *(various types)*; (1) sofa, couch, or small bed; (1) table; (1) bookcase or wall shelving; other miscellaneous items of furniture, if available. The test candidate is to use an SCBA with a darkened face piece, *(examples: reverse a hood, wax paper, colored shower cap, blackout covers, etc.)*
- Life line or hose with nozzle

**Notes:**

**Test candidate must wear Personal Protective Clothing and SCBA with PASS alarm**

- If a test candidate's air bottle is completely emptied and no other bottle can be secured without delaying the exam, the test candidate may put the end of the breathing tube into his/her coat to finish the exam process. For an SCBA with a face piece mounted regulator, disconnect the regulator but have the test candidate keep the face piece on.

**Safety Note: If you are using a plastic bag to darken the face piece, DO NOT block the candidate's ability to breathe.**

- If a test candidate is the final candidate and would be testing alone, another test candidate should act as the partner.

### **Station #4**

### **Self Rescue & Mayday** **ONE TEST CANDIDATE**

**Facility:**

Minimum room size is 12' x 12', or larger if possible. If necessary, a room may be created in an apparatus bay by tipping tables on their sides.

**Personnel:**

Station Evaluator

**Equipment:**

SCBA (face piece to be darkened)

- Hose line; lifeline (2 sections of 1½", 1¾", or 2½" hose or 40'-50' of lifeline)
- Radio, if available.

**Notes:**

**Test candidate must wear Personal Protective Clothing with SCBA and PASS alarm**

**Station #5**

**Ladders      Options 1 & 2**  
**ONE TEST CANDIDATE**

- Facility:** Inside or outside area with a building wall suitable for ladder placement against the eaves or wall.
- Personnel:** Station Evaluator  
Assistant
- Equipment:** 12', 14', or 16' roof/straight ladder
- Flat head or pick head axe
  - Ladder belt (*if available*)
  - 22' to 30' extension ladder placed and secured against a building
- Notes:** **Test candidate must wear Personal Protective Clothing Properly (all PPE must be worn correctly and the face shield must be down)**
- The test team leader or course manager will mark out a window area with duct tape (*to be at least 2' wide x 3' high*) if the wall used does not have a window

**Station #6**

**Knot tying & Tool Hoisting      Options 1 & 2**  
**ONE TEST CANDIDATE**

- Facility:** Separate room or apparatus area.
- Personnel:** Station Evaluator
- Equipment:** Two (2) ropes of different sizes, either synthetic or natural fiber. Both ropes must be at least 25' to 30' long.
- Pike pole
  - Attic or roof ladder
  - 50' of dry 2½" hose with a 2½" nozzle (if a 2½" is not available, a 1½" hose and nozzle may be substituted).
- Notes:** **Test candidate must wear Personal Protective Clothing** (*except gloves will not be worn while tying the knots*)



<b><u>Station #7</u></b>	<b><u>Forcible Entry</u></b> <b><u>Options 1 &amp; 2</u></b> <b><u>ONE TEST CANDIDATE</u></b>																																	
<b>Facility:</b>	Structure with rooms, doors, and windows ( <i>may simulate doors and windows</i> )																																	
<b>Personnel:</b>	Station Evaluator																																	
<b>Equipment:</b>	Must provide a minimum of seven (7) tools listed below: <table border="0"> <tr> <td>Battering ram</td> <td>hack saw</td> <td>plaster hook</td> </tr> <tr> <td>Bolt cutters</td> <td>halligan (hooligan) tool</td> <td>pry axe</td> </tr> <tr> <td>Chisel</td> <td>hatchet</td> <td>pry bar</td> </tr> <tr> <td>Circular saw</td> <td>hux bar</td> <td>punch</td> </tr> <tr> <td>Claw hook</td> <td>hydraulic ram</td> <td>quick hook</td> </tr> <tr> <td>Clemens hook</td> <td>hydraulic spreader</td> <td>reciprocating saw</td> </tr> <tr> <td>Closet hook</td> <td>Kelly tool</td> <td>sledge hammer</td> </tr> <tr> <td>Crow bar</td> <td>lock puller (rabbit or K tool)</td> <td>spanner wrench</td> </tr> <tr> <td>Cutting torch bar</td> <td>multi hook</td> <td>Ziamatic quick</td> </tr> <tr> <td>Detroit door opener</td> <td>pick head axe</td> <td></td> </tr> <tr> <td>Flat head axe</td> <td>pike pole</td> <td></td> </tr> </table>	Battering ram	hack saw	plaster hook	Bolt cutters	halligan (hooligan) tool	pry axe	Chisel	hatchet	pry bar	Circular saw	hux bar	punch	Claw hook	hydraulic ram	quick hook	Clemens hook	hydraulic spreader	reciprocating saw	Closet hook	Kelly tool	sledge hammer	Crow bar	lock puller (rabbit or K tool)	spanner wrench	Cutting torch bar	multi hook	Ziamatic quick	Detroit door opener	pick head axe		Flat head axe	pike pole	
Battering ram	hack saw	plaster hook																																
Bolt cutters	halligan (hooligan) tool	pry axe																																
Chisel	hatchet	pry bar																																
Circular saw	hux bar	punch																																
Claw hook	hydraulic ram	quick hook																																
Clemens hook	hydraulic spreader	reciprocating saw																																
Closet hook	Kelly tool	sledge hammer																																
Crow bar	lock puller (rabbit or K tool)	spanner wrench																																
Cutting torch bar	multi hook	Ziamatic quick																																
Detroit door opener	pick head axe																																	
Flat head axe	pike pole																																	
<b>Notes:</b>	<b>Test candidate must wear Personal Protective Clothing</b>																																	

<b><u>Station #8</u></b>	<b><u>Hoses, Nozzles, Fire Streams</u></b> <b><u>Options 1 &amp; 2</u></b> <b><u>ONE TEST CANDIDATE</u></b>
<b>Facility:</b>	Flat, paved area inside or outside. ( <i>Minimum of 50' x 150' clear area</i> )
<b>Personnel:</b>	Station Evaluator Engine operator/Engineer
<b>Equipment:</b>	One (1) engine (pumper) <ul style="list-style-type: none"> <li>• 100' of 2½" hose</li> <li>• 2 ½ fog nozzle</li> <li>• Supply of salt for temperatures below freezing.</li> </ul>
<b>Notes:</b>	<b>Test candidate must wear Personal Protective Clothing</b> <ul style="list-style-type: none"> <li>• <b>Engine Operator and Station Evaluator must wear helmets</b></li> <li>• If two station evaluators are available, a second station may be set up using the other side of the engine.</li> </ul>

**Station #9****Ventilation****ONE TEST CANDIDATE****Facility:**

Inside or outside facility with doors and windows

**Personnel:**

Station Evaluator

- Engine operator/Engineer *(if flowing water)*
- Assistant *(if flowing water)*

**Equipment:**

- One (1) engine (pumper) *(if flowing water)*
- 1 ½ or 1 ¾ hose and nozzle *(if flowing water)*
- Smoke filled room or structure *(if available)*
- Smoke generating machine with smoke fluid *(if available)*
- One (1) or two (2) smoke ejectors
- Hooks or hangers for the ejector and ejector door bar *(if available)*
- Salvage tarp
- Straight ladder or other type of support for ejectors
- One (1) or two (2) positive pressure fans
- Forcible entry tools as applicable
- Supply of salt for temperatures below freezing. *(if flowing water)*

**Notes:****Test candidate must wear Personal Protective Equipment**

- SCBA is not needed if not using smoke
- **Engine Operator and Station Evaluator must wear helmets**
- Use of water is recommended when the proper facilities are available, otherwise simulate evolution #1 with a dry line.

**Station #10-1**      **Water Supply**      **ONE TEST CANDIDATE**

**Facility:** Outside area with a fire hydrant  
**Personnel:** Station Evaluator

- Engine operator/Engineer
- Assistant

**Equipment:** One (1) engine (pumper) or one (1) tanker/tender with a volume pump

- 50' of 2½" or larger supply hose
- One (1) hydrant wrench
- Two (2) spanner wrenches
- One (1) rubber mallet
- One (1) 20' or longer length of rope (*½" diameter minimum*)
- Supply of salt for temperatures below freezing.

**Notes:** **Test candidate must wear Personal Protective Clothing**

- **Engine Operator and Station Evaluator must wear helmets**

**Station #10-2**      **Water Supply**      **ONE TEST CANDIDATE**

**Facility:** Outside area with a fire hydrant  
**Personnel:** Station Evaluator

- Engine operator/Engineer
- Assistant

**Equipment:** One (1) engine (pumper) or one (1) tanker/tender with a volume pump

- Two (2) sections of hard suction hose rated to match the supply capacity of the volume pump on the engine and appliances needed to attach the hose to the engine.
- One (1) draft screen/strainer for the suction hose
- Two (2) suction hose spanner wrenches (*if available*)
- One (1) rubber mallet
- One (1) 20' or longer length of rope (*½" diameter minimum*)
- Supply of salt for temperatures below freezing.

**Notes:** **Test candidate must wear Personal Protective Clothing**

- **Engine Operator and Station Evaluator must wear helmets**

**Station #11****Coordinate an Interior Fire Attack**  
**ONE TEST CANDIDATE**

**Facility:** Outside area or inside area with room to stretch out 50' of hose

**Personnel:** Station Evaluator

**Equipment:** One (1) 50' section of 1½" or 1¾" hose

- One (1) 50' section of 2½" hose
- One (1) section of large diameter hose (if available)
- Playpipe of a 2½" nozzle
- One (1) 1 ½ nozzle (fog or solid stream)
- One (1) 2 ½ nozzle (fog or solid stream)
- One (1) monitor with nozzle (2 or 3 inlet)
- Supply of salt for temperatures below freezing.

**Notes:** **Test candidate must wear Personal Protective Clothing**

**Station #12****Place a Foam Line into Service**  
**ONE TEST CANDIDATE**

**Facility:** Outside area or inside area with room to stretch out 100' of hose

**Personnel:** Station Evaluator

**Equipment:** Two (2) 50' sections of 1½" or 1¾" hose

- One (1) In-Line foam eductor
- One (1) Foam nozzle
- One (1) Class B used foam bucket with foam type and percentages printed on the bucket (with water for simulated use) *(A standard 5 gallon bucket may be substituted if a label is affixed to the bucket listing the foam type and percentage(s) for use)*
- Supply of salt for temperatures below freezing.

**Notes:** **Test candidate must wear Personal Protective Clothing**

**Personal Protective Clothing Required:**

Helmet w/eye protection

Coat

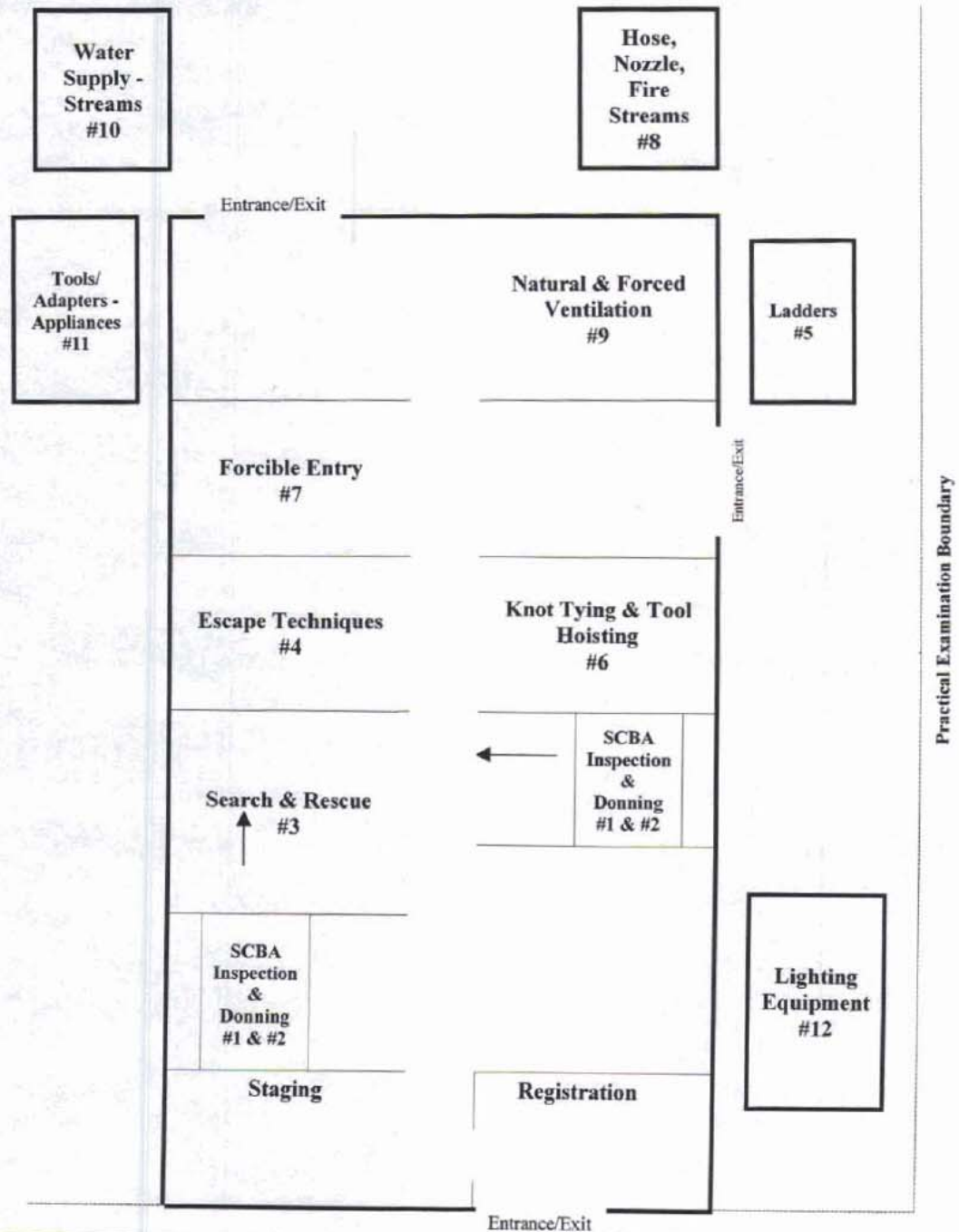
Bunker pants

Bunker boots

Gloves

Hood

# **Exhibit VII-1** **Sample Layout**





**Course Manager Final Paperwork**  
**Fire Fighter I & II**  
Michigan Department of Labor & Economic Growth  
Bureau of Fire Services  
Office of Fire Fighter Training  
P.O. Box 30700, Lansing, MI 48909  
Telephone: 517-241-8847

**Print**

**Clear**

This form can be completed by  
tabbing to each field and typing  
in the required information.

Checklist of final paperwork must be submitted to Proctor, by Course Manager, on test date.

Check Items	Final Paperwork	FF I & II Courses (excludes FF I-A)	FF I & II Exams
	Student Activity Record	<b>Required</b>	<b>N/A</b>
	BFS-102, Final Student Roster	<b>Required</b> (copy)	<b>Required</b> (copy)
	BFS-250, Instructor Activity and Payment	<b>Required</b>	<b>Required</b>
	Practical Skills Examination Sheets	<b>Required</b>	<b>Required</b>

# **Station**

# **#1**

## **SCBA**

***Inspection &  
Operational Check***



# **Station**

# **#2**

# **SCBA**

# ***Donning***

# **Station**

# **#3**

# **Search and Rescue**

# **Station**

# **#4**

## **Self Rescue / Mayday**

# **Station**

# **#5**

# **Ladders**

# **Station**

## **#6**

**Knot Tying  
and Tool  
Hoisting**

# **Station**

# **#7**

# **Forcible Entry**

# **Station #8**

**Hoses,  
Nozzles,  
and Fire  
Streams**

# **Station**

# **#9**

# **Ventilation**



# **Station #10**

**Water  
Supply**

# **Station**

# **#11**

**Coordinate  
an Interior  
Fire Attack**

# **Station #12**

**Place a  
Foam Line  
into Service**